


Maryland Judiciary Job Description

	Official Title	Administrative Office Specialist
	Job Code	1018
	Business Title	Office Manager
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position performs a wide variety of experienced administrative support and office management duties requiring considerable knowledge of the department's purpose, functions, and activities, as well as knowledge of the Judiciary's organization, policies, and processes. Typically acts as "gatekeeper" for head of unit and as liaison for internal and external stakeholders. Drafts correspondence, reports, and documents on behalf of a senior official with knowledge of the individual's style and intent. May lead and/or supervise 1 to 2 other support positions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares a range of general to complex correspondence, memorandums and reports on behalf of the administrative official, department, or assigned unit
- Arranges meetings and logistics, prepares agendas, coordinates packets/handouts and composes meeting minutes for executive staff, project and/or team meetings
- Makes travel arrangements and state vehicle reservations; Processes expense reports as needed
- Answers, screens and routes telephone calls, maintains calendars, and makes appointments
- May perform human resources functions, including maintaining personnel files, performing orientations, distributing, collecting, and coordinating new hire, retirement, promotional, reclassification, termination and health benefits paperwork, compiling time and attendance reports, tracking and maintaining leave usage and may serve as an HR Liaison and attend meetings, as needed
- Orders supplies, equipment, and forms using purchase order system, reviews invoices and matches with purchase orders, verifies receipt of goods, researches discrepancies and makes necessary adjustments. Forwards invoices for payment and processes expense reports
- May supervise, train, assign, review and evaluate the work of other secretarial or clerical employees

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- Sorts, files, and retrieves correspondence; copies and distributes files, records, reports, documents, and materials, as required
- Receives, opens, sorts, and distributes mail, parcels, files, and other materials. Purges files in accordance with established procedures. Schedules or legal requirement, collects, seals, and stamps mail and arranges for courier service
- Maintains office supplies, forms, and materials; maintains equipment service contracts and schedules routine maintenance
- Composes extensive data or research reports; performs general data entry; tabulates and analyzes records and prepares various ad-hoc and/or monthly reports, charts, and/or summaries
- Performs arithmetical calculations to track expenditures, budget reconciliations, and generate budget reports, as needed. May assist with the annual fiscal year budget process and preparations.
- Compiles data from various sources for administrative reports; checks accuracy of data and types routine data records and statistical reports
- Performs related work as required

MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent)
- Four (4) years of related work experience; preferably for an Executive or Department Head

Licenses, Registration, and Certifications

- Possession of (or ability to obtain within 1 month of hire) a standard driver license if frequent travel is needed for this position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Business English, including proper grammar, spelling and punctuation
- Office practices and procedure
- Office equipment, including computers, fax machines, scanners, copiers, telephones, etc.
- Departmental rules, regulations, policies and procedures
- Maryland Judiciary policies and procedures
- Legal terminology and judicial system helpful
- Basic accounting principles

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Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Typing on personal computer
- Organization and time management
- Attention to detail
- Customer service
- Proofreading
- Computers and applicable software
- Interpersonal relations

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Communicate effectively in person, in writing, and via telephone
- Use and maintain alphabetical and numerical filing system
- Perform basic arithmetical calculations and computations accurately
- Understand and carry out complex oral and written instructions
- Use standard office and business equipment including personal computers, word processing, spreadsheets, and database software
- Understand and implement departmental rules, regulations, and procedures
- Accurately prepare and process a variety of reports, records, and documents
- Use standard office equipment (personal computers) and operating systems such as database, spreadsheet, and word processing software
- Establish and maintain effective working relationships
- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES

This position may have formal supervisory or lead responsibilities over other employees. Supervisors are responsible for signing performance reviews.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

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WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
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